



2023-2024 PURCHASING QUOTE REQUIREMENTS

All Purchases, Except Custom Items, Public Projects, and Public Works	Promotional Items such as custom shirts, tumblers, trophies, lanyards, and similar items	Construction (Public Project/Public Works)	Quotes/Documents Needed
\$0.01 - \$4,999.99	\$0.01 - \$ 14,999.99	\$0.01 - \$14,999.99	<p>One (1) quote or current price list with purchase details</p> <p>*Public Works and Maintenance work over \$1,000 requires prevailing wage</p>
\$5,000 - \$24,999.99	\$15,000 - \$24,999.99	\$15,000 - \$24,999.99	<p>A minimum of two (2) written quotes on the vendors letterhead</p> <p>*Maintenance Contracts over \$15,000 require Department of Industrial Relations (DIR) Registration</p>
\$25,000 - \$109,299.99	\$25,000 - \$109,299.99	N/A	<p>A minimum of three (3) quotes on the vendors letterhead</p>
N/A	N/A	\$25,000 - \$59,999.99	<p>A minimum of three (3) quotes on the vendors letterhead</p> <p>A Construction Services Agreement Performance and Payment Bonds PWC-100 Registration*</p> <p>*Projects over \$25,000 for new construction, alteration, installation, demolition or repair require Department of Industrial Relations (DIR) Registration</p>
N/A	N/A	\$60,000 - \$199,999.99	Informal Bid Process: Contact Purchasing Services
\$114,500	\$114,500	\$200,000 or more	Formal Procurement Process: Contact Purchasing Services